

16 July 1971

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, #1-72

STUDENT BODY

1. Nine students attended the course. All were CTs who had completed their first interim assignment and were now about to begin a CS desk tour. Their length of service ranged from a few months through five years (average, 1.5 years); two were GS-09, the remaining seven were GS-10.

COURSE CONTENT AND PRESENTATION

2. There was no change in the content of the course. However, since this was a small, homogenous class, we decided to do without guest speakers, relying instead on the new CS NAME TRACE HANDBOOK. Students were asked to read the sections on CI/OA, Security, and Central Reference Service. As the exercise developed we also made use of the descriptions of records holdings at various area desks. In addition to the readings, we drew on brief lectures from the Chief Instructor, supplemented by the students' own experience.

25X1A [REDACTED] for example, had almost two years in Central
25X1A Reference to draw upon; [REDACTED] added comments on [REDACTED] STATSPEC
25X1A [REDACTED] described how working files are
25X1A managed in OCI; and [REDACTED] contributed from his experience
in Security.

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3. The results of the experiment were inconclusive. On the one hand, sharing information in this way made for one of the most cohesive and interested classes we have had in some time. We made unusually good progress with the practical exercise; if it had not been that the students' papers take considerable time to correct, we might have been able to finish the work in three full days, instead of the three and one-half actually required. On the other hand, the handbook without professional guidance does not appear to be adequate, even with so capable a group as this. To those who are already familiar with the CS, the handbook and occasional hints might be enough. To those who are not even familiar with the layout of Headquarters Building, it is not.

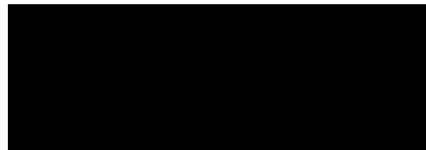
4. As an additional complication, RID, DDP/Systems Group, and the Records Management Staff have been combined as a single unit, the Information Services Division, effective 1 July 1971. The handbook is therefore being rewritten by Records Management Staff. Until the revised version is in hand, we are reluctant to experiment further.

STUDENT CRITIQUES

5. Attached herewith. The students have had no chance as yet to put their new skills to practise, but have promised some feedback at the end of their interim assignment.

CHIEF INSTRUCTOR'S COMMENTS

6. A very satisfactory group with which to work. This class has provided some indication of how we can expect to proceed with the CT group which will begin a combined CS Records I and II on 9 August.



Chief Instructor

25X1A

Attachments

- A. Course Schedule
- B. Student Roster
- C. Student Critiques

Distribution

- Original - DTR
- 1 - DDP/TRO
- 2 - OS/ST/TR

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